

SUPERIOR COURT OF CALIFORNIA

County of Mono

Information Re Request for Proposals (RFP) **RESEARCH ATTORNEY**

The Superior Court is seeking proposals for a contract attorney to perform legal research on behalf of the court.

Under limited direction, the attorney will assist the court's judicial officers in performing complex legal research on matters before the court, with particular emphasis on civil matters. Assistance will include the following:

1. Reviewing and summarizing evidence, procedural history, and legal contentions on matters before the court.
2. Researching difficult legal questions and preparing memoranda, documents, and summaries for the judicial officers.
3. Conferring with the judicial officers with respect to substantive legal issues and requirements of individual cases.
4. Drafting proposed decisions on matters currently before the court.

Minimum Qualifications

Any party proposing to provide the research services described herein must satisfy the following minimum qualifications:

1. Be a citizen of the United States.
2. Be or have been an active member of the California State Bar.
3. Have a minimum of five years admission to the practice of law before the Supreme Court of the State of California.
4. Have a minimum of five years experience as a lawyer with emphasis in civil matters.
5. Be proficient in the use of legal research software programs and online services such as LEXIS and WestLAW, and Judicial Council forms software programs.

Additional Desirable Qualifications

The Research Attorney should also possess the ability to establish and maintain effective working relationships with the judicial officers, court staff, the local bar, and other attorneys appearing before the court.

Restrictions on Practice

A party who may be selected to provide the research services described herein may not practice before this court while under contract for such services.

Estimate of Need for Services

Given that this court receives less than 500 new civil filings each year, the majority of which do not involve complex matters, it is difficult to provide a reliable estimate of the need for the services desired. Moreover, the need for the services is likely to be sporadic, rather than regular and predictable. However, the court anticipates that the amount of time required to provide the services would likely fall within the range of 500 to 1,000 hours per year.

Proposal Contents

All proposals should contain at least the following information:

1. The names, addresses and telephone numbers of all parties who propose to provide the research services described herein.
2. A description of the qualifications, including past litigation experience as it relates to the services desired by the court, of all parties who propose to provide services and a declaration by each party that he/she satisfies the Minimum Qualifications set forth above.
3. A brief description of how the research services described herein are proposed to be provided, particularly addressing on-call availability.
4. The amount, rate, and/or method of compensation proposed, including any minimum or maximum conditions with regard to amount of compensation and/or time.
5. A description/explanation of how potential conflicts of interest would be obviated.
6. The name, address and telephone number of one specific contact person representing all parties to a proposal.
7. Any other information deemed appropriate.

Submission of Proposals

Interested parties should submit four (4) copies of their proposals to Bob Dennis, Court Executive Officer, Mono County Superior Court, P.O. Box 1037, Mammoth Lakes, CA 93546. Proposals will be accepted until the position is filled.

Consideration of Proposals/Offer of Contract

All proposals properly received will be considered by the Superior Court Judges and their designees. This group may request personal interviews with one or more parties submitting proposals.

No contract, or one or more contracts may be offered as a result of this process and at the sole discretion of the aforementioned Judges.